Pre-clerkship Course Syllabus Guidelines
Committee on Curriculum and Academic Policy (CCAP)
January 2010

Background

In February 2008, CCAP articulated four general principles for syllabi:

- Clearly state <u>learning objectives</u> for each session.
- End each class session with "<u>essential take home points</u>"
- Include and <u>annotate key figures, diagrams, or images</u> used in the session in the syllabus.
- Utilize widely recognized <u>standards for PowerPoint slides</u>

In the Syllabus Best Practice Project (summer 2008), medical education student interns worked with various required preclinical courses to take steps toward implementing these principles in syllabi.

In recent conversations with faculty and students, CCAP and OME have become increasingly aware of the need for a comprehensive "map" of our curriculum. Our tool to create this map is CurrMIT, the online curriculum database of the Association of American Medical Colleges (AAMC). An accurate, comprehensive map will serve several purposes:

- Provide increased transparency and communication about the curriculum for students
- Provide course directors and key faculty with information about when/where specific content is taught, with the goal of reducing gaps and increasing integration across courses
- Provide complete, accurate information about our curricular activities for our next LCME accreditation cycle in 2013-14

Syllabus Guidelines

As a continuation of our syllabus initiative, and with the goal of moving toward a curricular map, the following are syllabus guidelines for 2010-2011:

<u>Front Matter</u>

- Table of contents
- Course contacts (Director(s), key faculty, coordinator(s), TAs)
- Schedule of class sessions (Date, time, location, title, faculty)
- Course description
- Course goals/objectives
- Course format/s, including descriptions of session types
- Requirements for course completion (assignments, exams, etc.)
- Grading policy
- Attendance policy
- Textbooks, materials, and equipment (required and optional)
- Professionalism/Honor code policies (including dress code, as applicable)

<u>Session Pages</u>
It is important that the items below be included on the descriptive page for each session. Items with asterisks are particularly critical for our curriculum mapping process:

- Course name/number
- Quarter, Year
- Session title*
- Session type*
- Date and Time (including duration, i.e. 1:00-2:00 pm)*
- Presenter's name, if applicable
- Overall session goals*
- Learning objectives*
- Session summary or list of activities
- Advance preparation needed
- Assignments

Next Steps

CCAP recognizes the need for more conversation about syllabus content, resources and training for teaching and curriculum development, and curriculum integration. We will continue to engage our students and our core education faculty (CCAP, Pre-clinical Course Directors, Required Clerkship Directors, etc.) as we work toward the best possible teaching and learning environment.